



**SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
ENVIRONMENTAL HEALTH DIVISION
CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)
1855 PLACER ST. SUITE 201, REDDING, CA 96001
CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)
GUIDANCE DOCUMENT**

Use this document as a checklist to ensure all required information is provided. Failure to provide all the required information will result in your CERS submittal being rejected and a re-submittal will be required.

ESTABLISH A CERS ACCOUNT:

1. Go to <http://cers.calepa.ca.gov/>.
2. Select "Business Portal Sign In" under the *Business* heading.
3. Under the *New to CERS?* heading select "Create New Account".
4. Complete the CERS Registration form to create your account and select the "Create My Account" icon in the lower right corner of the form.
5. You will be brought to the *Account Status* page with notification that your account activation is pending.
6. Within a few minutes you will receive an email to the email address you provided from the CERS Administrator containing instructions to follow in order to complete the activation of your CERS account.
7. To verify your email address and complete this CERS-Key account request, select the first link contained in the CERS Administrator email for authorization and completion of the account activation process.
8. You will be brought to the *Account Status* page with a notification that your account activation is completed. You are now authorized to use CERS and create an account for your business.

HOW TO LOG-IN TO CERS:

1. Go to <http://cers.calepa.ca.gov/>.
2. Select "Business Portal Sign In" under the *Business* heading.
3. Enter your CERS account email address and password.
4. You will be brought to the *CERS Business* home page.

SEARCH FOR YOUR FACILITY FIRST*:

1. Under the "Request Access to an Existing CERS Business" heading select "Search Existing Businesses/Facilities"
2. Enter your business name and address and select "Search"
3. If you see your business listed under the "Business Name" heading, select "Request access"
4. Provide your phone number and title and select "Submit".
5. An email will be sent to Shasta County Environmental Health to request access to the facility.
6. Once the request is approved, log-in to CERS and complete your submittal.

NOTE*: Shasta County Environmental Health has plans to, but has not yet, uploaded all of our regulated facilities into the CERS database. If you have not entered your facility into CERS yet you will need to add a new facility, though we do recommend that you search for your facility first just in case we have added your facility since this document was prepared.

TO CREATE A NEW FACILITY:

1. From the *CERS Business* home page Select "Add Facility".
2. Enter the facility address and select "Next".
3. Enter *Facility/Business Name* and select "Next".
4. Review your address and note your CERS ID number and select "Continue".

BUSINESS ACTIVITIES:

1. Answer the yes or no questions and when complete select "Save".

NOTE: If your facility generates hazardous waste, you will be asked to provide your EPA ID #.

HAZARDOUS MATERIALS INVENTORY:

1. You will be brought to the *Prepare Submittal Page*. Select "start" next to *Hazardous Materials Inventory*
2. Select "Add Material".
3. Search by chemical name or CAS number, which can be found in the Material Safety Data Sheet (MSDS).
4. Choose from the most accurate option given in the search results.
5. Complete all necessary fields for each chemical.

NOTE: If the chemical being added to the inventory is a waste, you must provide the *Annual Waste Amount*. This indicates the total amount of waste generated in one (1) year.

6. When complete, select "Save and Add Another Material" until all reportable inventory items have been entered. Once inventory is complete, select "Save".
7. Review your inventory list and select "Done" when complete.

NOTE: If you are unable to find a chemical in the CERS database, you may add it manually by following the directions below.

1. Select "Unable to Find Material/Add New Chemical".
2. Complete all necessary fields for chemical.

NOTE: Have the chemical MSDS available as it will contain most if not all information necessary to complete the fields.

SITE MAP:

1. Scan your site map to a PDF document and save it to your computer. Contact our office if help is needed.
2. From the *Prepare Submittal* page, select "Site Map".
3. Upload PDF by selecting "Browse..." under *Document Upload(s)*.
4. Select "Save & Finish" when complete or select "Save & Upload Again" to add multiple maps.

EMERGENCY RESPONSE/CONTINGENCY PLAN:

1. Save first, and then complete the saved Emergency Response/Contingency Plan provided here <http://calepa.ca.gov/CUPA/Documents/eTemplates/Contingency.pdf>
2. Save the completed document to your computer. You may submit the unsigned electronic copy.
3. From the *Prepare Submittal* page, select "Emergency Response/Contingency Plan".
4. Upload the document by selecting "Browse..." under *Document Upload(s)*.
5. Select "Save & Finish" when complete or select "Save & Upload Again" to add multiple documents.

EMPLOYEE TRAINING PLAN:

1. The CERS ER Plan also has the employee training plan included so from the *Prepare Submittal* page select *Employee Training Plan* then select *Provided Elsewhere in CERS** under *Document Options*.
2. Now select *Emergency Response and Training Plans*. *Note that you do have the option of uploading a document if you choose to, in which case you would follow the same procedures listed in #4 & #5 in the section above, after choosing *Upload Document(s)*

SUBMIT:

When all required program elements have been completed and the *Submit* buttons have turned green, select "Submit" and choose the elements to be submitted. The submitted Hazardous Materials Business Plan (HMBP) is then electronically sent to Shasta County Environmental Health for review. Once reviewed, you will receive an email indicating the status of your submittal. *If your submittal has been rejected, it means that required information was not provided.* Make the corrective changes or provide additional information and re-submit using the same process noted-above. When changes are made that require revisions to the existing HMBP, the business is required to revise the HMBP through CERS within 30 days of the change.